



# Cashier

## Yellowstone County Equal Opportunity Employer

*Yellowstone County encourages applications from diverse  
candidates and candidates who support diversity.*



**Posting Date:** December 1, 2021

**Salary:** \$13.82 per hour

**Hours:** Monday - Friday 8 am-5 pm

**Department:** Treasurer

**Grade:** B/C

**FLSA:** Non-Exempt

**Accepting applications until filled. First review on December 15, 2021**

### **FUNCTION:**

To provide customer support at the front counter, with responsibilities that include handling cash, billing, issuing receipts, accounts receivable and balancing accounts; does related duties as required. This position will be required to assist Motor Vehicle at various times.

### **MINIMUM QUALIFICATIONS:**

- Graduation from High School or G.E.D.; and
- Six (6) months experience in accounting or bookkeeping including customer service and working with personal computers; or
- Any equivalent combination of experience.

### **DESIRED QUALIFICATIONS:**

- Experience in governmental accounting environment and/or experience relating to the handling and receipting of cash;
- Working knowledge of Microsoft Office;
- Skill in the operation of a ten-key adding machine;
- Experience in the use of multi-phone lines, visitor reception tasks and the maintenance of records and files beneficial.

### **SELECTION PROCESS MAY INCLUDE:**

- Background checks are required prior to granting access to Motor Vehicle Division system.
- Applicant must pass a background check, which will include, at a minimum, both a fingerprint-based, multi-state criminal background check and a National Sexual Offender Registry check.

### **CERTIFICATIONS:**

- Notary Public licensed by the State of Montana, if appropriate.

***Job description available upon request.***

### **TO APPLY:**

**Submit applications for first review by 5:00 pm on December 15, 2021;**

1. **County Application**
2. **Names, addresses and phone numbers of three (3) employment-related references**
3. **Resume**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Apply online or download application at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov) Be sure to include your resume.

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.